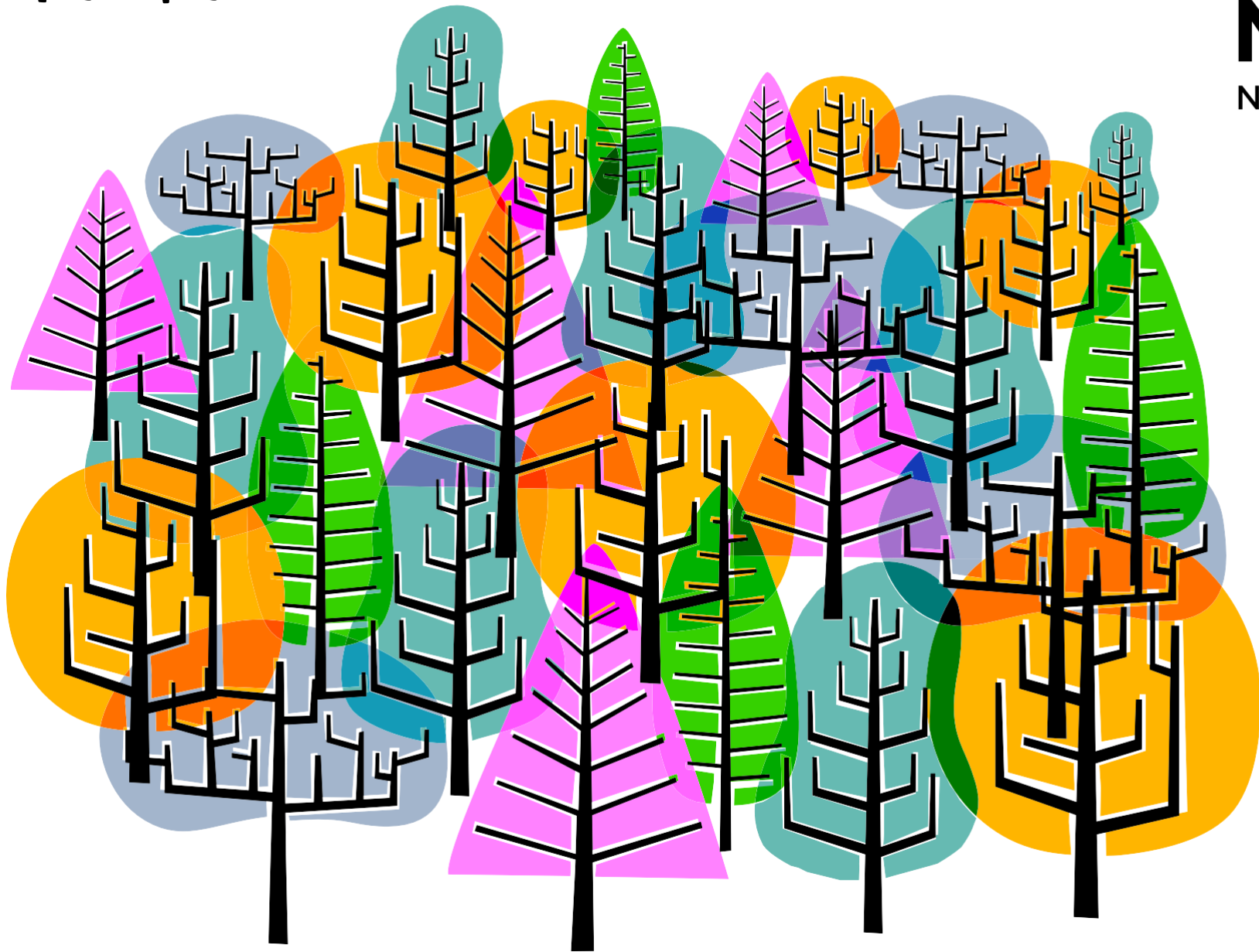


code of conduct



we are a part and the whole



## conduct

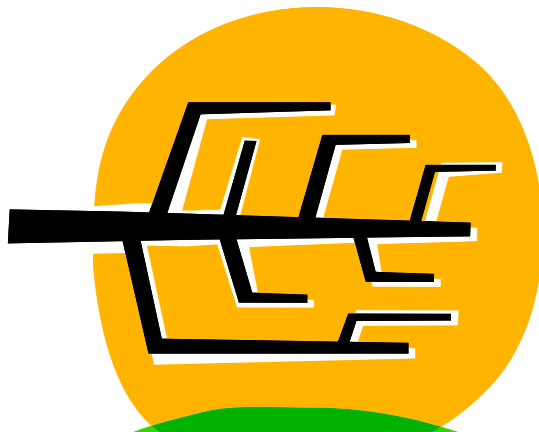
**The affirmation of our Values,  
of our principles, put into action.**

In what we decide and do.  
In the situations we live.  
When we meet others.  
When we confront ourselves.

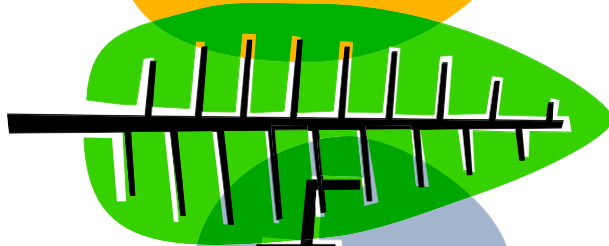
It is the space where we cultivate  
confidence, joy and friendship.  
Teams.  
Knowledge and the will to use it  
and share it actively.

What we are, what we want to be.  
It is us in our entirety.  
What we put into our actions.  
As People, Professionals and Citizens.  
As Individuals. As Novabase.

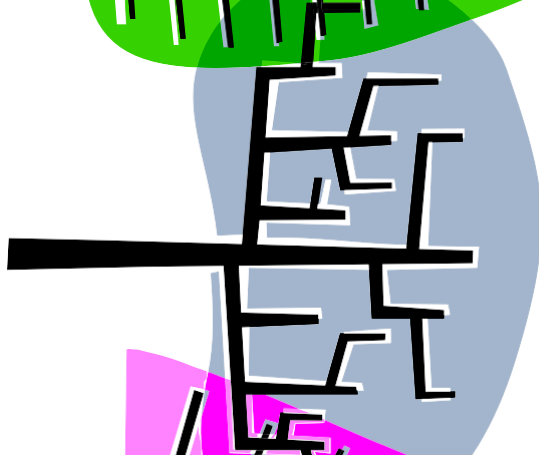
<sup>04</sup>  
**people**  
We are a part



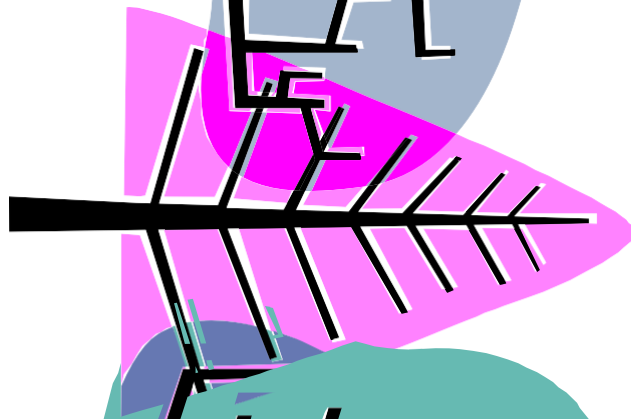
<sup>06</sup>  
**professionals**  
at Novabase



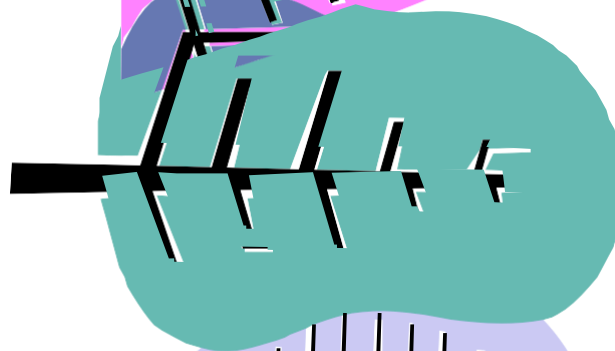
<sup>08</sup>  
**professionals**  
at the Client



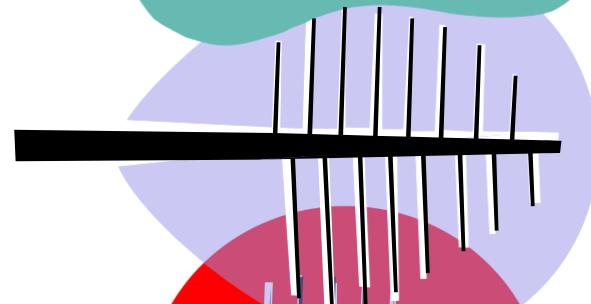
<sup>10</sup>  
**professionals**  
In Business



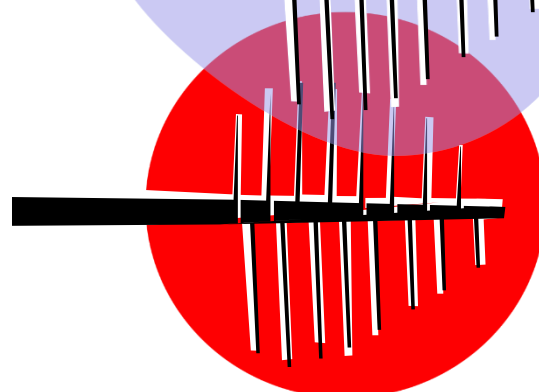
<sup>12</sup>  
**citizens**  
We are aware



<sup>14</sup>  
**respectful**  
For Rights and Equality



<sup>16</sup>  
**respectful**  
Of Data Protection



**people**  
We are a part



Me and others.  
We give and receive.

## With Responsibility

Ours, first.  
We say us. We say me. Not them. We participate. We take responsibility.  
We make our own path by Ourselves, knowing where we want to go and following on.  
By asking questions, deciding, doing, we gain autonomy and confidence.  
And new responsibilities. Once again.  
We grow as people and as professionals.  
And go further. All of us. Us and me.

## With Respect

For others and for ourselves. Without precedence.  
We respect all and everyone for what they are and what they do, with talent, with limitations.  
Equal and different.  
We don't discriminate, we don't undervalue.  
We don't abuse, we don't coerce.  
We don't demand more than can be given.  
We don't ignore life paths and aspirations.  
We don't overlook any aspect of life.

## This is how we live

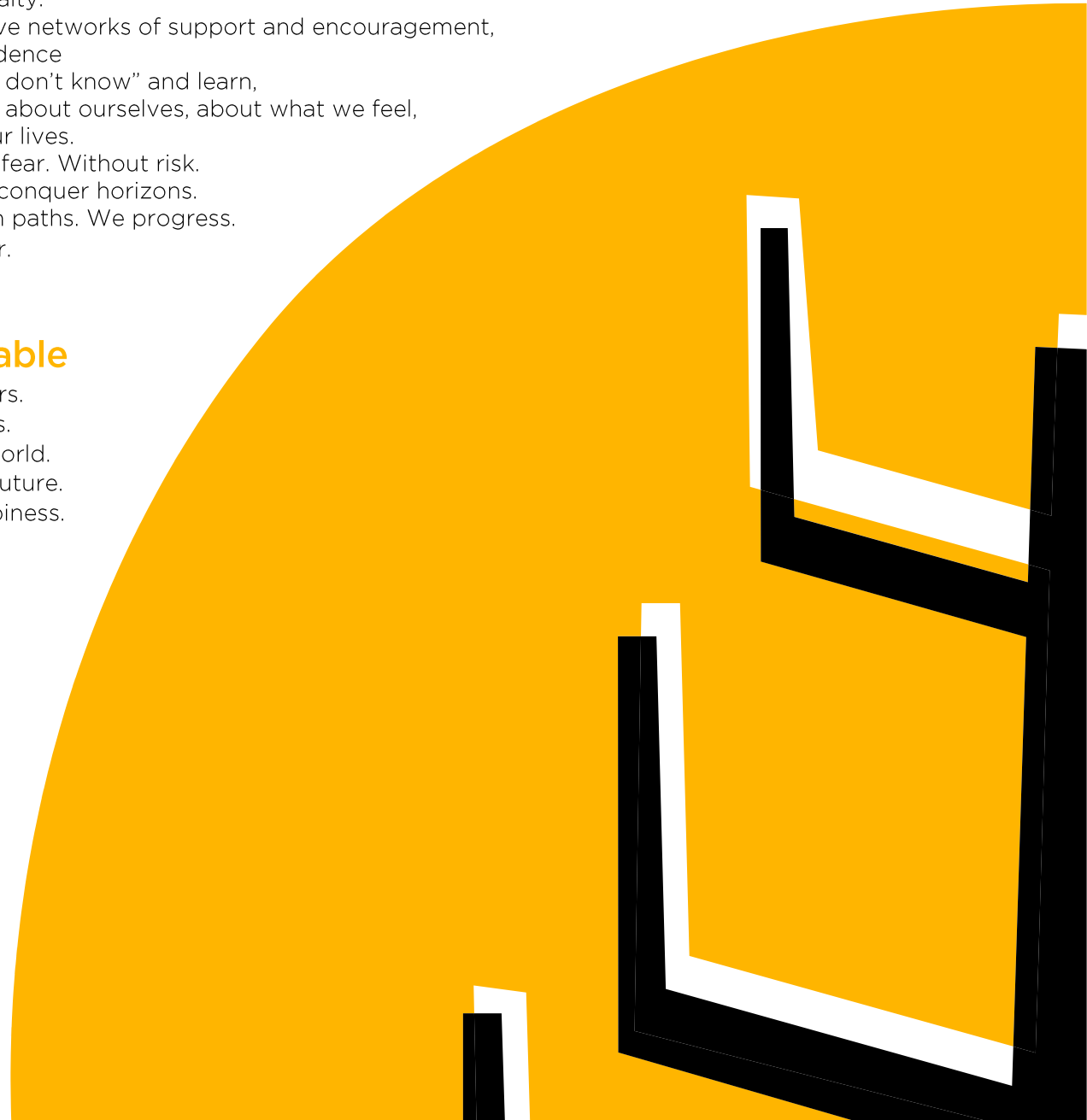
With joy.  
Eye to eye.  
Smiling. Shaking off shadows.  
Wherever we go, wherever we are.  
Even in the lift, we raise our eyes off the ground.

## This is how we connect

With loyalty.  
We weave networks of support and encouragement,  
Of confidence  
to say, "I don't know" and learn,  
to speak about ourselves, about what we feel,  
about our lives.  
Without fear. Without risk.  
And we conquer horizons.  
We open paths. We progress.  
Together.

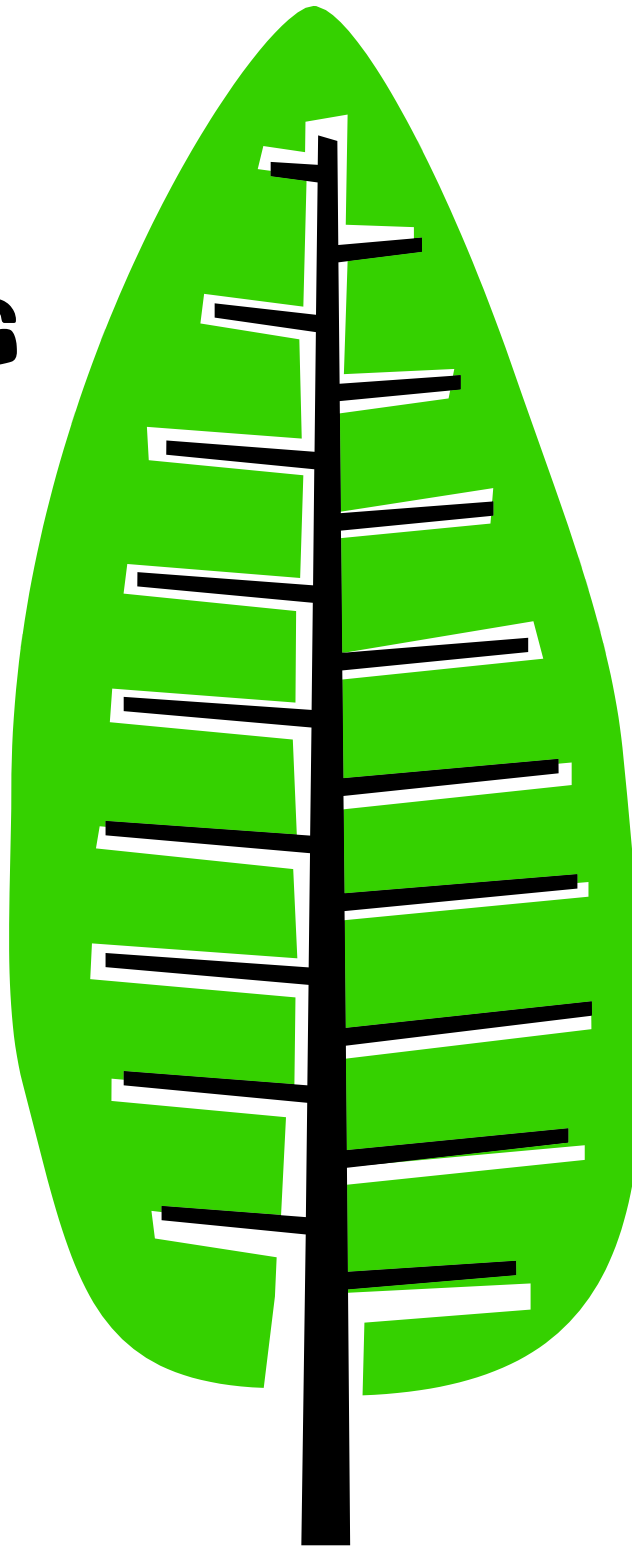
## Available

For others.  
For ideas.  
To the world.  
For the future.  
For happiness.



# professionals

at Novabase



We are individuals, we are teams,  
we are a Company.  
We are a part and the whole.

## We Know

Where we are.  
What we have to do. What the Other expects of us.  
And we respond. We take it even further.

## We act

With creativity and rigor.  
As a team.  
With initiative, discipline, mutual help, enthusiasm.  
And well, better, and on time.

## We share

Experience, knowledge, best practices, opinions.  
Objectives, setbacks and victories.  
We communicate and discover.  
We grow.  
In knowledge, too.  
New knowledge. Our knowledge.  
With our effort, with our initiative.  
With support.

## We innovate

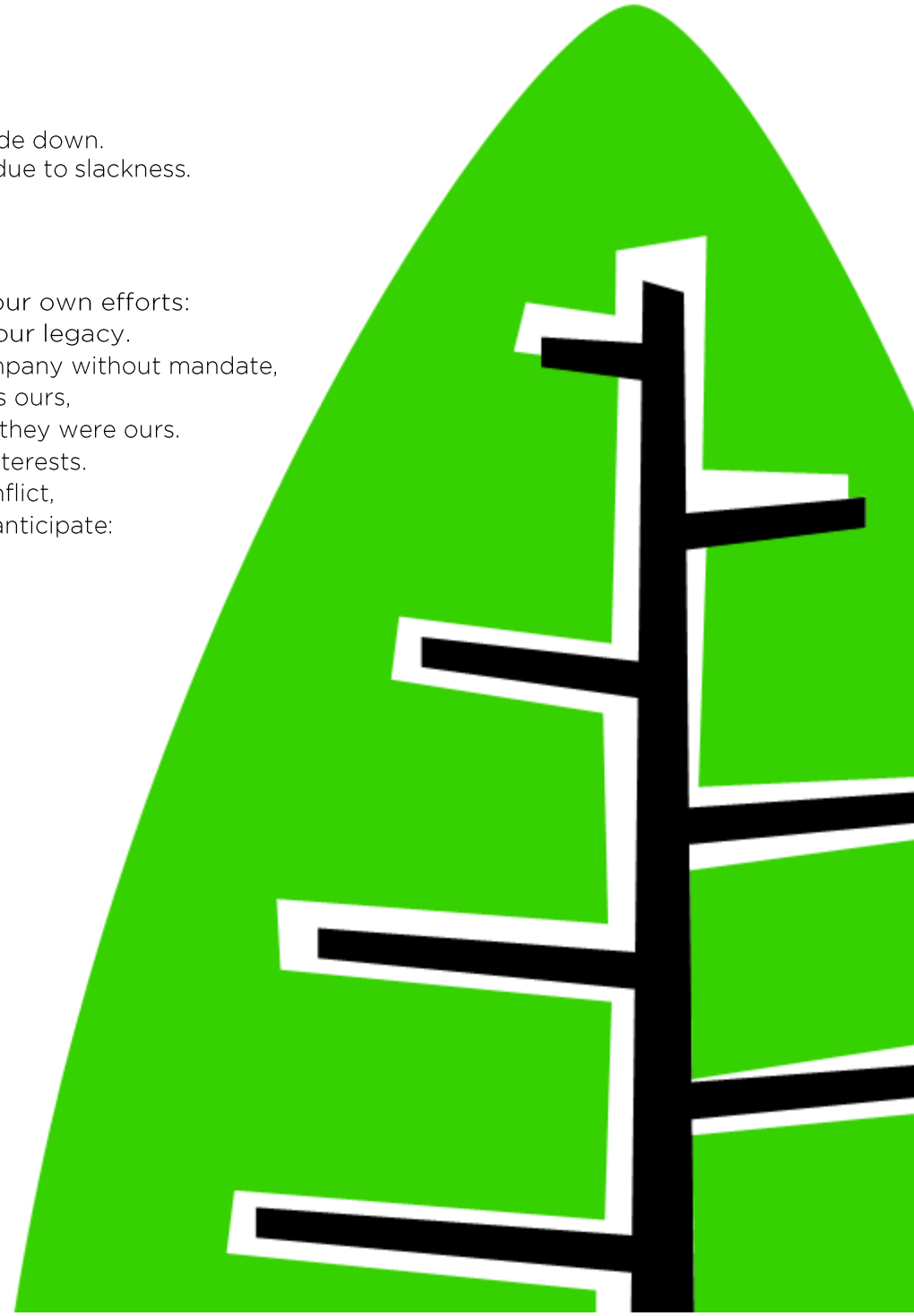
With focus. Balance. Responsibility.  
We face risks.  
We value initiative and accept errors.  
We are critical. We give opinions.  
We suggest other ways.  
We agree and disagree. To achieve.  
To advance. Easier, simpler,  
for those that work, for those who use.  
Open. Without inhibiting. Without underestimating.  
Listening. Always.

## We deliver

We don't let those by our side down.  
We do not tolerate failures due to slackness.

## We preserve

What we create through our own efforts:  
our name, our credibility, our legacy.  
We don't speak for the Company without mandate,  
We don't imply its opinion is ours,  
we don't use its assets as if they were ours.  
We don't mix activities or interests.  
we don't leave room for conflict,  
for misunderstandings, we anticipate:  
asking, clarifying, informing.





**professionals**  
at the Client

We live our Client's objectives and aspirations.  
We create confidence and future. With truth.  
With respect.

## We give

What we are and what we have.  
Availability, commitment, enthusiasm.  
Experience, know-how.  
The desire to do well and simply.  
We suggest what we believe to be appropriate.  
What we know we can deliver.  
And we strive to surprise: with more, with better.  
We say no, if necessary. We justify.  
We give alternatives.  
We have an objective: to deliver value.  
And we deliver.

## We respect

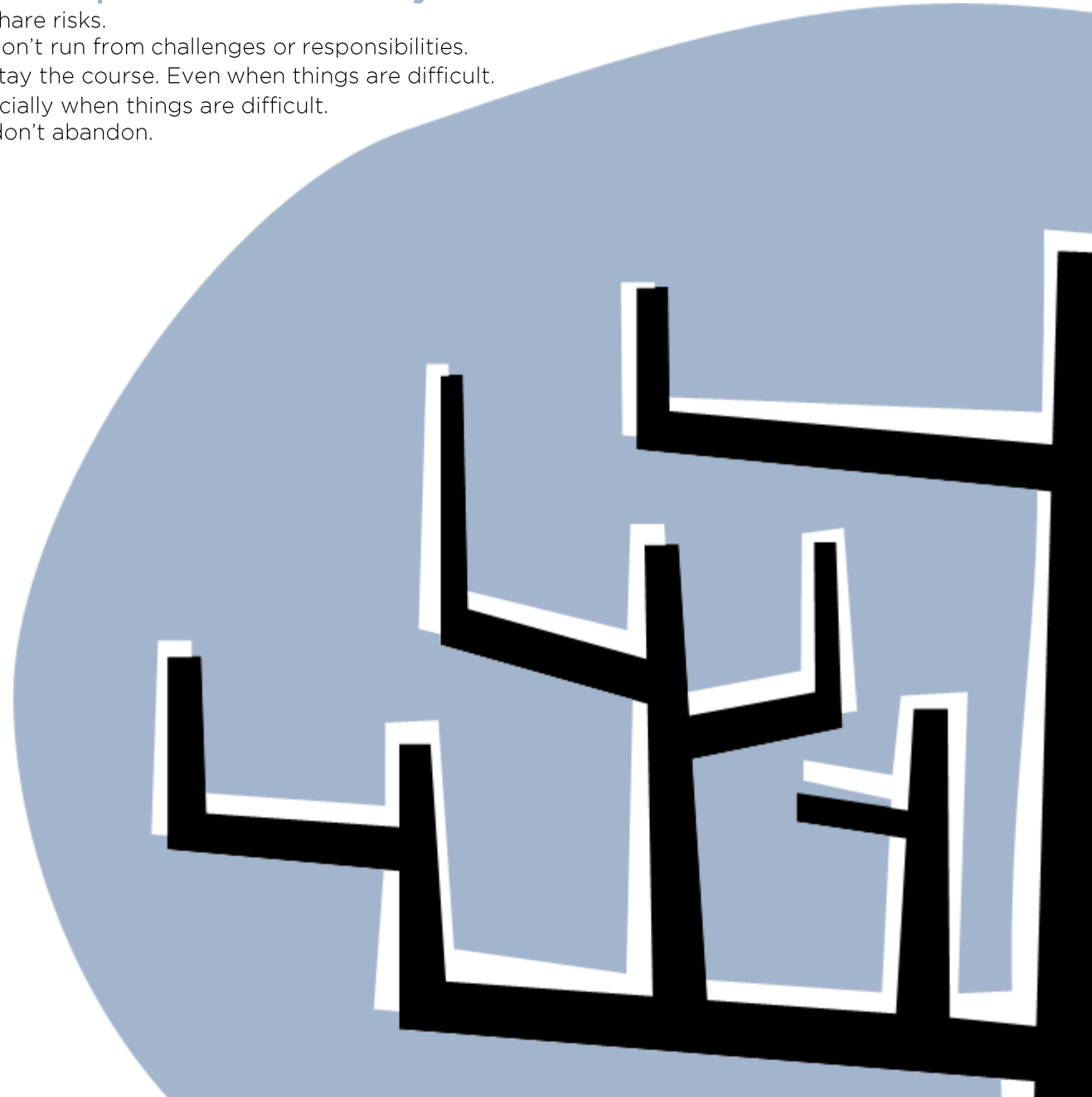
People. Everyone and all the time. Without exception.  
Ways of being, rules, schedules, dress.  
We adapt without foregoing who we are,  
Us and Novabase.  
We use our Client's property with permission,  
when work requires it.  
No more.  
We don't pry into information,  
And we don't take out or use what we hear, see or  
know.

## We act

Truthfully  
Informing, assuming shortcomings,  
eliminating false expectations.  
With empathy.  
Understanding and supporting.  
Without arrogance. Without value judgements.  
As a team. Valuing. Recognizing. Sharing.  
And we transmit energy, Believing  
and showing the way.  
With stamina, with determination.

## And we practice solidarity

We share risks.  
We don't run from challenges or responsibilities.  
We stay the course. Even when things are difficult.  
Especially when things are difficult.  
We don't abandon.  
Ever!



# professionals

In Business



We want to create and grow.  
Within and beyond frontiers.  
With an identity that is ours,  
which we bring with us.

## We want to do more

Different and new.  
For more people, more world, more uses.  
With more people and more know-how.  
In connection. Sharing.  
Here, wherever. With each and everyone.  
Every day.

## We think future

Today's decisions support tomorrow,  
they don't call it into question.  
We accept risks. The necessary ones and the  
calculated ones.  
Without exposing assets, reputation or principles  
in exchange for immediate gains,  
or through lack of reflection.

## We are partners

First with ourselves,  
with those who sit at our side.  
With those who associate with us,  
sharing projects and responsibilities.  
With those who support us,  
supplying goods or services.  
And we take great care in the choice, fairness  
and impartiality of our relations.  
We look out for the interests of those who are with us.  
We are supportive.  
And demanding. With rigour. Without arrogance.

## We are transparent

We offer what we know we can  
deliver.  
No more than that.  
With considered and fair conditions. And clear.  
We negotiate with openness and flexibility.  
We want to win we want to work.  
But without compromises, with integrity.

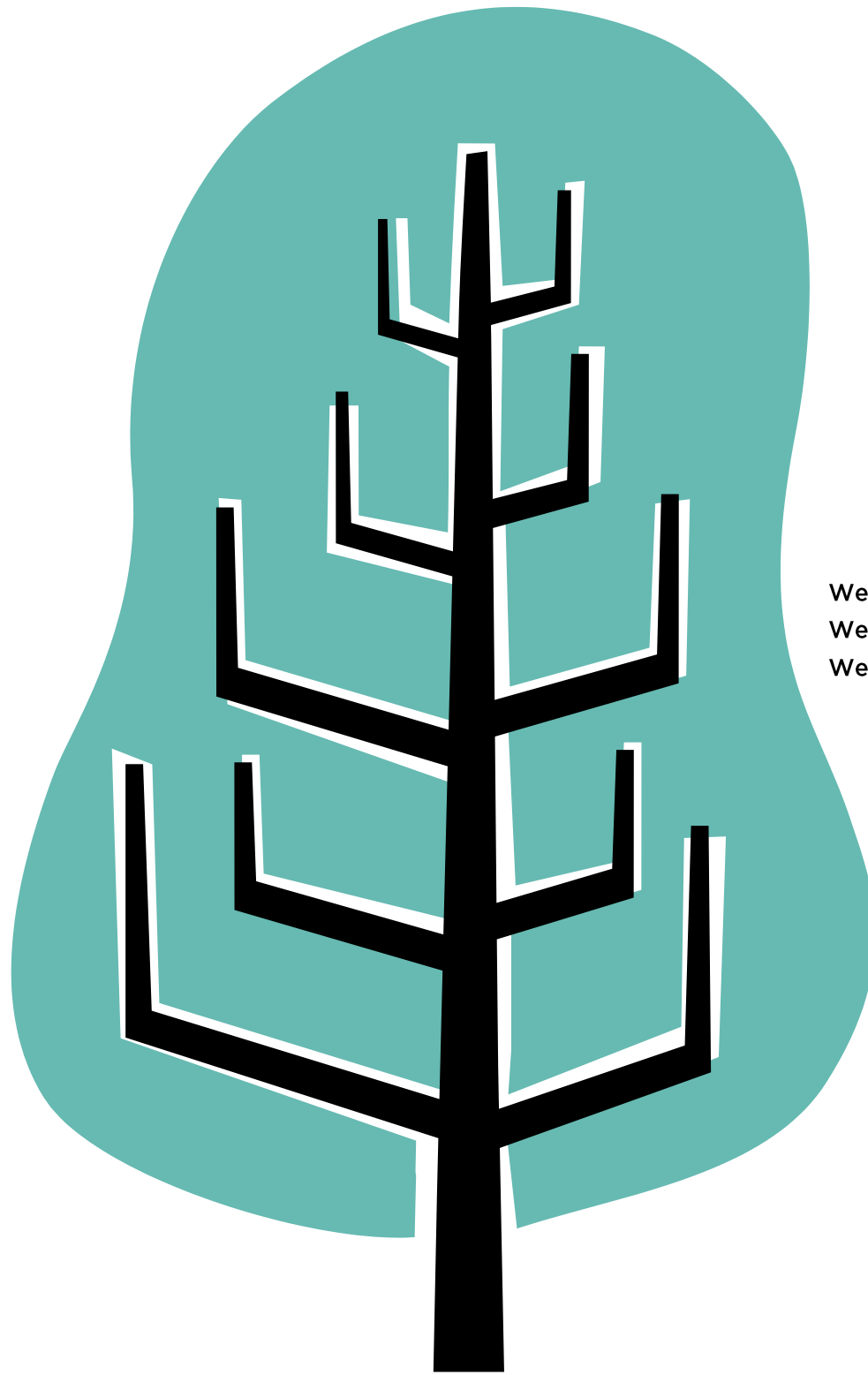
## And trustworthy

We respect the interests of those who take risks with us,  
investors. Shareholders.  
We grow for them. Also, for them.  
With sustainability. With future. With returns.



# citizens

We are aware



We know our actions have impact.  
We want to be the solution. Not the problem.  
We play our part.

## We comply with the law

We study. We keep informed.  
And when in doubt, we ask  
those who know.  
Because they are specialists. Because they have  
experience.  
We don't cut corners.  
We don't do because "we had an idea that..."  
especially if we are out, beyond borders.  
To be independent is not to be alone, nor to  
know everything.

## We observe customs

Ours and those of Others,  
with respect, with empathy.  
There, here, wherever, we are open  
to hear. To learn  
how to be and do things the right way.  
While being ourselves.  
Knowing how to say no  
when challenged in our Values,  
in our principles.  
Without entering conflict. Without judging.  
Without giving in.

## We are loyal to

We are in this world with the others, not against  
them.  
We respect competition, their business, their  
resources, their information.  
We don't beat down. We don't act to cause harm.  
We don't want to prosper at the expense of others.

## We are honest

We respect what others have created  
and what belongs to them.  
We do not appropriate what is not ours,  
even when it's intangible and "everybody does it".

## We have integrity

We refuse ambiguous situations.  
We don't get embroiled in conflicts of interest.  
We don't send false signals to the market.  
We don't use information that doesn't belong to us.

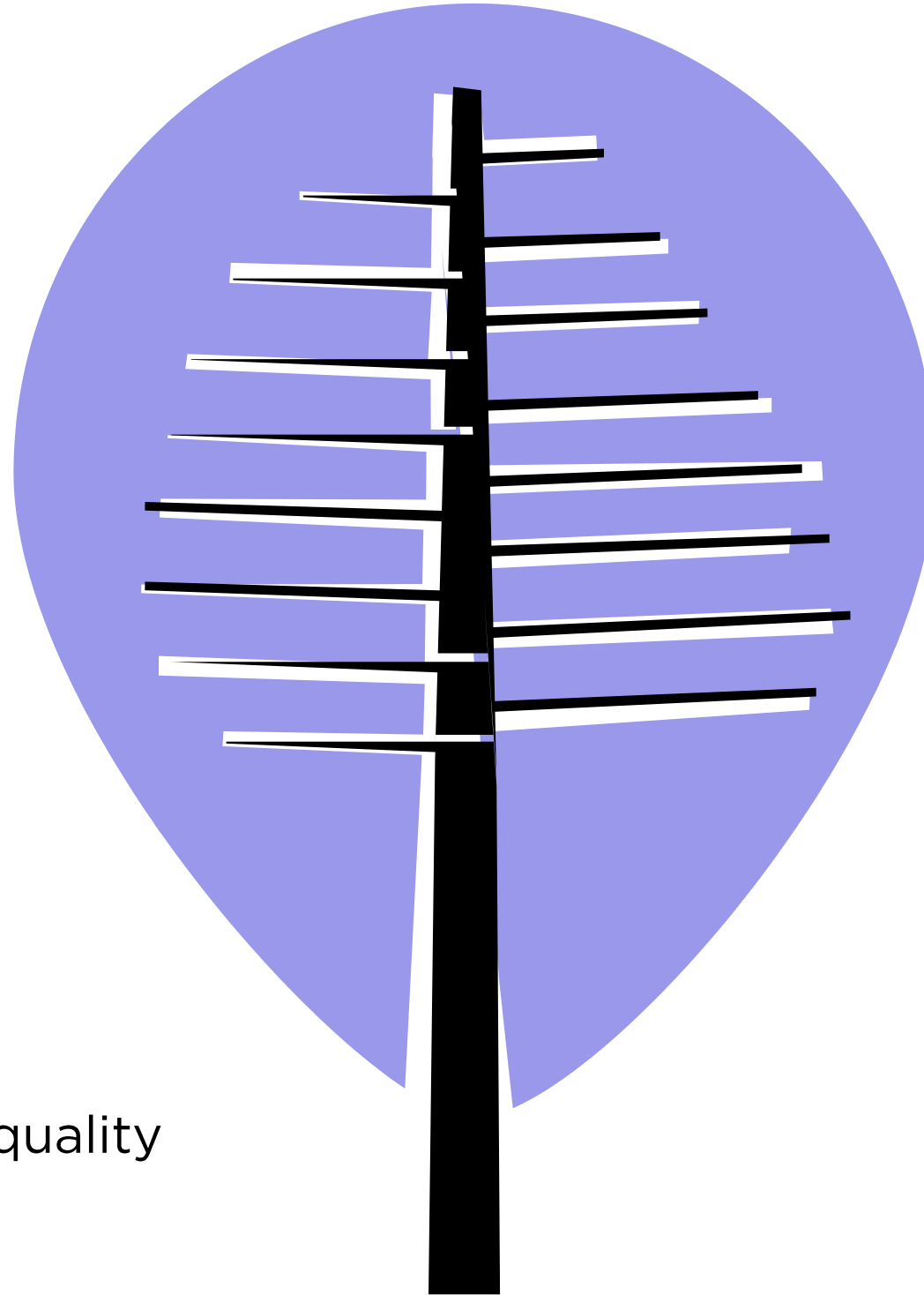
## We are part

Of the world.  
Where we are, with whom we are.  
Aware of rights and obligations.  
We create jobs.  
And know-how and wealth that we share, that  
we give back  
to people, to society, to the future.  
Being responsible, fair, practicing solidarity.  
Looking at the means as much as at the end.  
Evaluating decisions and actions by their  
Consequences beyond just ourselves,  
beyond just our time.  
For others. For the environment.

## And we are open

To causes and to cooperation.  
To responsibilities.  
To scrutiny.  
Exercising it too.  
With loyalty, with rigour.





It is our duty to prevent  
and stop harassment and  
discrimination.

# Respectful

For Rights and Equality

## We have convictions

We know what harassment is:

It is a process, not a phenomenon or isolated event;

It always entails a chain of actions and conduct which repeat themselves;

It is undesirable behavior, perceived as abusive, of a psychological or physical nature;

Its goal is to hurt dignity or create an intimidating, humiliating or destabilizing atmosphere;

It is a taking advantage of the victim's vulnerability.

## We are not mistaken

We know what harassment isn't:

Sporadic conflicts;

Decisions resulting from the organization of work, when consistent with the employment agreement;

The exercising of hierarchical and disciplinary power;

Occasional pressure;

Occasional praise;

Mutual romantic feelings which are not undesirable or reject.

## We promote

Dignity, integrity and the right to equality and diversity of our employees.

Equal access to employment.

The growth of all, men and women.

Access to training and skills development.

Progression.

Continuous and brave feedback.

A culture of merit and recognition.

The balance between work, family and personal life.

Respect, freedom and a place to be unique, in any gender.

## We know what to count on

We know that our identity as a whistleblower, victim, witness or perpetrator will be upheld.

We know that any alleged harassment will be investigated.

We know that the information reported, and people involved will be kept completely confidential by professionals assigned to the investigation.

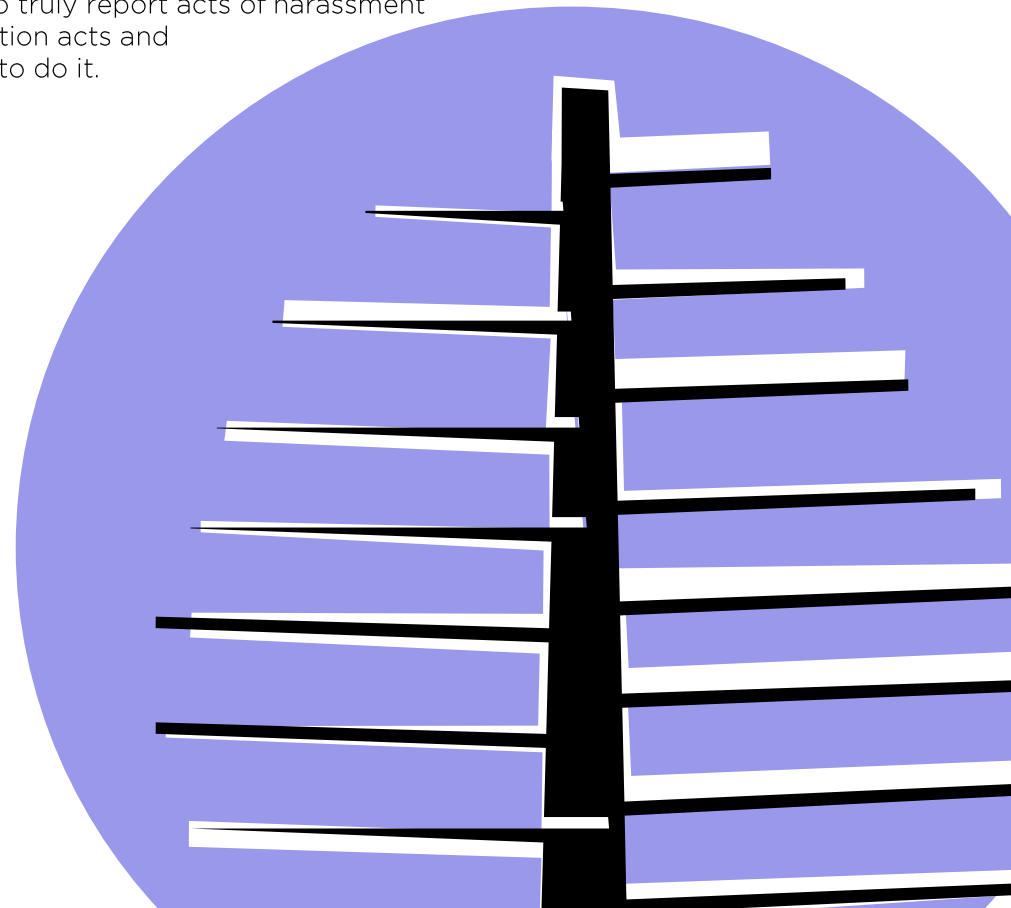
We know we will not be punished for reporting actual cases of harassment.

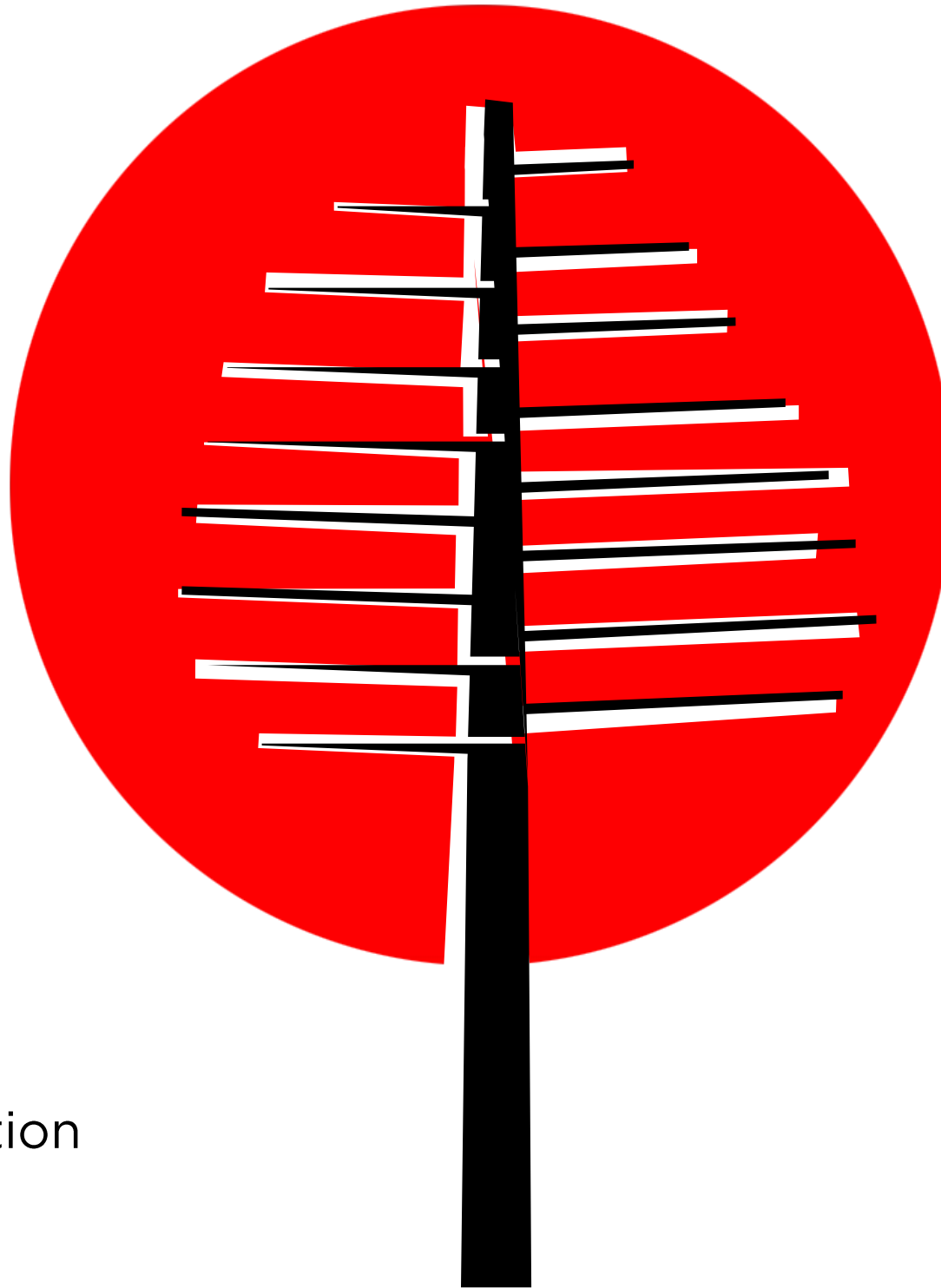
We know that fraudulent whistleblowing is also a disciplinary infraction.

## We know how to act

It is our duty to prevent and stop harassment and discrimination.

It is our duty to truly report acts of harassment and discrimination acts and we know how to do it.





We have the duty  
of protecting our  
data.

**Respectful**  
Of Data Protection

## **We have the right to information**

We can request information about our personal data.  
We can know what type of processing our data will undergo.

## **We have the right of access**

We can find out whether our data is being processed by Novabase or not namely:  
The purpose of processing;  
Categories of personal data in question;  
Recipients or categories of recipients to whom your data is being, has been or will be disclosed;  
Time period for retaining data or, if not available, the criteria for determining this period.

## **We have de right of correction**

We can correct erroneous information.  
We can complete missing information.  
We know that disclosure will be done to lawful recipients.

## **We have the right to be omitted**

We can request that personal data be deleted when no longer needed for the original purpose of its collection or processing.

## **We have the right to limited processing**

When it cannot be deleted, we can request limited processing of our personal data.

## **We have the right of portability**

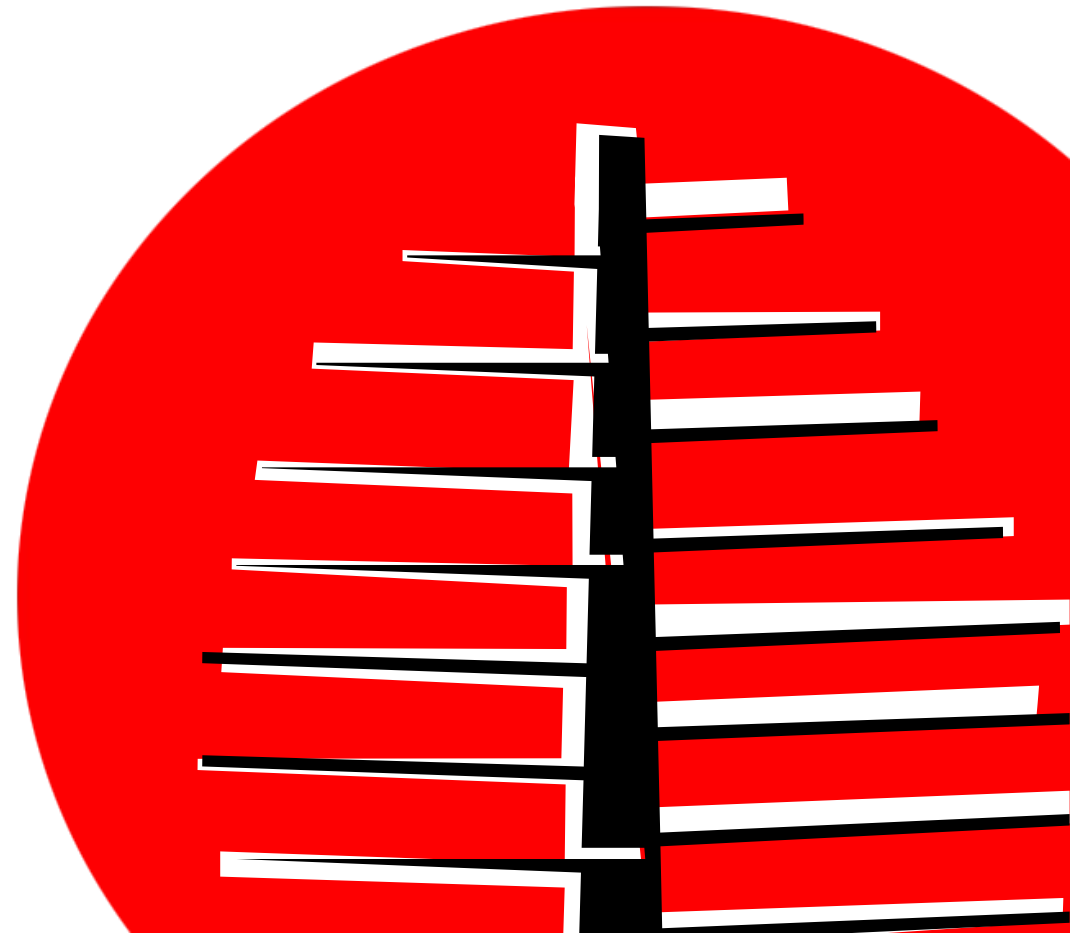
We have the right to receive our personal data.  
We can transmit it to others.

## **We have the right of denial**

We can deny the processing of our data at any time.

## **Automated decisions**

We are not subject to decisions based exclusively on the automated processing of our personal data.





We are an example.  
We are a part.  
We are the whole.  
We are people, professionals,  
citizens and respectful.  
We are ourselves and Novabase.  
**Inseparable.**





**Code of conduct**

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